

SUBHAJYOTI CHAKRABORTY

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Address: D44, Nayabad Avenue, Purbasha, Garia Station, Kolkata- 700094

Contact No. 7278807231

CAREER OBJECTIVE

Intend to build a career with leading organization with commitment and dedication, which will help create an atmosphere for potentiality, efficiency and elevation of the career.

ACADEMIC QUALIFICATION

Examinations	Board/ University	Stream	Year of Passing
Madhyamik Examination	West Bengal Board of Secondary Education		2008
Higher Secondary Examination	West Bengal Council of Higher Secondary Education	Arts	2010
Graduation	Netaji Subhas Open University	B.A. (Economics-Hons.)	2016

SKILL SET

Operating System: Windows.

Packages: MS-Office (Word, Excel, Power Point),

JOB EXPERIENCE

Working at new hospital project of Netaji Subhas Chandra Bose Cancer Research Institute (a unit of Himadri Memorial Cancer Welfare Trust) as Admin Executive from January 2014.

JOB RESPONSIBILITIES

- Maintain 135 bedded (2B+G+3 storied) dedicated superspeciality cancer hospital project related administrations, accounts, handle petty cash and materials store of client.
- Prepare project cost, budgetary & comparative estimates, presentations & Work Order or Purchase Order with BOQ.
- Look after necessary project cost, Govt. taxes, Way Bill, Govt. rents, staffs' attendance.
- Handle bank account of project, preparing LC, TT for import medical equipment & building materials.
- Coordinate with consultant and different contractors about project schedule, Billing Procedures & project executions.
- Coordinate with different Government departments about approvals of project.

STRENGTHS

- Excellent interpersonal and applicant assessment skills.
- Ability to develop, propose and implement strategies and plans.
- Strong counselling skills.
- Good analytical skills.

PERSONAL TRAITS

- Best in 'Communication skills'.
- In-depth knowledge of the latest technological advances.

PERSONAL PROFILE

Date of Birth: 23/11/1991

Languages Known: Bengali, English, Hindi.

Hobbies: Playing Chess, Listening to music, Reading magazines, Travelling.

Marital Status: Married

DECLARATION

I hereby declare that all the information and facts are true to best of my knowledge and belief.

Date:

Yours' faithfully

Place: Kolkata

Subhajyoti Chakraborty